

DD/A 85-0272/1

13 FEB 1985

MEMORANDUM FOR: Director of Security

FROM: Harry E. Fitzwater
Deputy Director for Administration

45-8

SUBJECT: Classroom Space for the Office of Security
in the New Office Building

REFERENCE: Memo for DDA frm D/OS, dtd 18 Jan 85, Same Subject

Bill,

1. This memorandum is in response to your request for an Office of Security (OS) classroom in the new building and for it to be managed by OS.

2. It is evident from the reference that a dedicated classroom is needed to support the in-house training given by OS. This would be in addition to the Office of Training and Education (OTE) classrooms proposed for the new building. Though it would seem logical to locate this classroom in the office space designated for OS, this will not be possible. Space in the Agency is never sacred. When personnel numbers increase, history shows us that a classroom located in office space becomes a source for handling such increases. Because of this, it will be necessary to colocate the OS classroom with the OTE classrooms in the new building. This classroom will be exclusively for OS to manage.

3. I appreciate the effort made to explain the need for an OS classroom and hope this solution meets with your approval.

STAT



Harry E. Fitzwater

STAT

OL/NBPO/[redacted] (7 Feb 85)

Distribution:

- Orig - Adse
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- 1 - OL/Files
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OL 2015-85

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Classroom Space for the Office of Security
in the New Office BuildingSTAT FROM:
STAT ☒ Director of Security

EXTENSION

NO.

DATE

18 JAN 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. EO/DDA
7D18 Hdqs

23 JAN 1985

EW

2. ADDA

23 JAN 1985

3. DDA

has study file

4. Brenda

1/23/85 De

5.

6. C/New Building Project Office
4E5C Hqs Bldg.

#6 FOR ACTION:

7.

PLS PREPARE RESPONSE FOR DDA's SIGNATURE.

5 Feb 85

SUSPENSE: 30 JANUARY 1985

ILLEGIB

cc: D/LOGISTICS

11.

12.

13.

14.

REGRADE TO UNCLASSIFIED WHEN
REMOVED FROM CONFIDENTIAL
ATTACHMENT

15.

CONFIDENTIAL

18 JAN 1985

18 JAN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Classroom Space for the Office of Security
in the New Office BuildingREFERENCE: OTE memo, dtd 9 Nov 84, Subj: Classroom Space -
New Building

1. The referenced memorandum (attached) conveys the response from the Office of Training and Education (OTE) to the New Building Project Officer regarding Office of Security's (OS) request for dedicated classroom space in the New Office Building (NOB). OTE has denied that request.

2. A justification for the request that OS be provided with a 450 square foot classroom solely for OS use and located within OS space in the NOB is based on the rationale that OS can account for the use of that space for every working week of the year. The classes that must be accommodated on regularly scheduled intervals include the Special Agents Training Class, the Security Officers Training Program, Orientation Courses for the Special Protective Officers, Protective Operations Courses for the DCI Security Staff, the Survey Course for Overseas Security Support Branch personnel as well as a number of other ad hoc courses.

3. OTE has indicated, in referenced memorandum, that the GA-13 theatre in the Headquarters Building is dedicated to OS requirements. Apart from the scheduling needs of the above mentioned courses, GA-13 is fully scheduled for all but 34 (nonconsecutive) working days of the year. It must be emphasized that GA-13 is used almost exclusively to service the needs of the entire Agency population. The events that are accommodated in GA-13 on regularly scheduled intervals include the Entry on Duty (EOD) Security briefings for all new employees which occur on a weekly basis, the Hostile Audio

--WARNING NOTICE--
INTELLIGENCE SOURCES
AND METHODS INVOLVED

OS 5-2017

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Surveillance briefings for Agency personnel going PCS abroad, weekly Foreign Travel briefings conducted by the External Activities Branch, Security Awareness Briefings for all Agency personnel, as well as expanded staff meetings for the Office of Security, and ad hoc requirements for the Special Security Center, Physical Security Division, the Office of General Counsel, and other Agency components. It should be noted that since the 34 days of availability are not consecutive, it is impossible to schedule any event of longer than one day's duration in GA-13. The additional 52 weeks of class requirements, that are described above, necessitate the designation of an additional classroom.

4. The referenced memorandum indicates that OTE will provide two classrooms in the NOB for the use of any component that needs such space. One of these classrooms would have to be dedicated to OS for the entire year, yet the administration of the many logistical requirements would have to be provided by OTE. Most of the classes that OS conducts for its personnel are "hands on" courses which require use of varied training materials that should be stored in the classroom area for easy accessibility to the students. Moving these classes in and out of OS space, either to another floor or to another building, would be a difficult process.

5. The referenced memorandum does not adequately address OS concerns that classroom space requirements can be met by OTE. The New Building Project Office is currently in the process of laying out OS space in the NOB. The timing is right for the architects to include classroom space in that design. Given OS requirements and the OTE response, it is requested that the DDA grant the OS request for dedicated classroom space in the New Office Building.

Attachment